



FINDER Tool - OH|ID Account Creation



Part 1: Account Creation



An OH|ID account is a single account that citizens or businesses can use to access multiple government agency systems securely. This guide will walk you through a step-by-step process to create an OH|ID account



1. Navigate to the OHID Website

Navigate to ohid.ohio.gov and click **Create OH|ID Account**.

An Official Site of [Ohio.gov](https://ohio.gov)

 [SECURITY](#) [DEVELOPERS](#) [HELP](#) [MANAGE OH|ID ACCOUNT](#) 

Secure access to State of Ohio services

OH|ID provides users with a more secure and private experience during online interactions with State of Ohio programs. Users with an OH|ID account can access multiple State applications by only entering their username and password once.

[Create OH|ID Account](#)

User ID


[FORGOT YOUR USER ID?](#)

Password


[FORGOT PASSWORD?](#)

[Log In](#)


[LOGIN HELP](#)



Simplified Experience for Users



Reduced Costs for Agencies



Enhanced Security for Everyone


2. Fill in your personal information

First, you'll complete the Personal Information section. All fields are required unless labeled as optional

With one account

Citizens or businesses can sign in to multiple State of Ohio government agency systems more securely.

[Learn more about OH|ID.](#)




Create OH|ID Account

Already have an OH|ID? [Log in](#)

Personal Information

All fields are required unless labeled (optional).

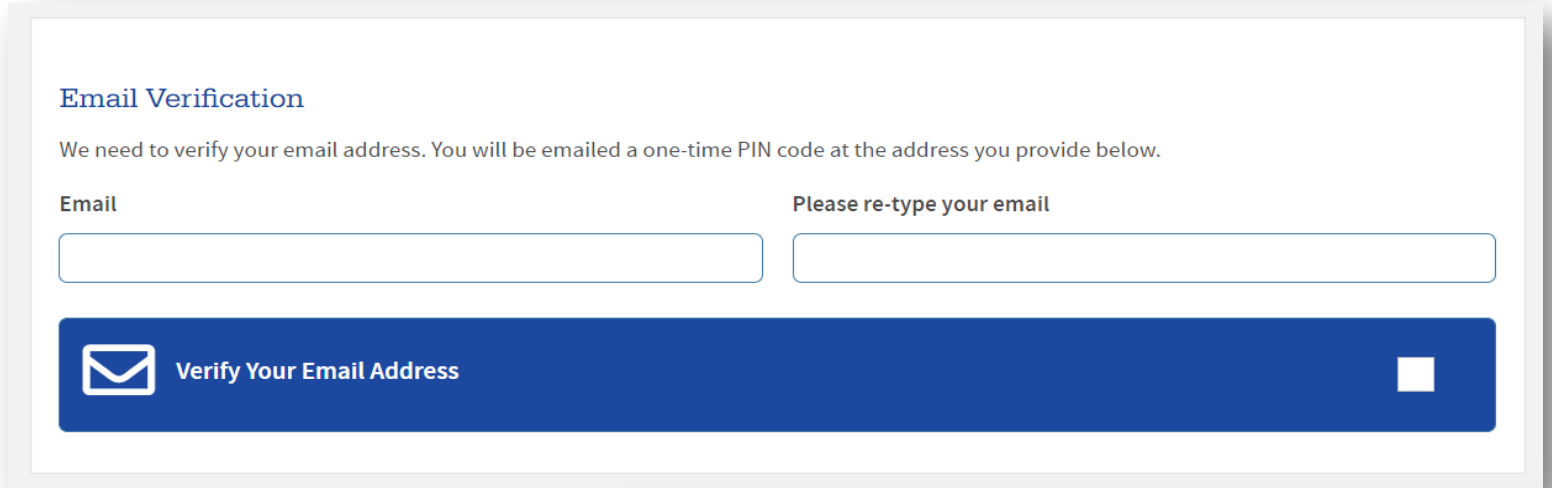
First Name	Middle Initial (optional)	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suffix (optional)		
<input type="text"/>		
Work Phone Number (optional)	Mobile Number (optional)	
<input type="text"/>	<input type="text"/>	
Date of Birth	Last 4 digits of SSN (optional)	
<input type="text" value="MM/dd/yyyy"/> 	<input type="text"/>	

3. Verify your email address

Enter a valid email address into the email fields. Click **Verify Your Email Address** to have a one-time PIN code sent to email you provided. The email will come from NOREPLY-EnterprisIdentity@ohio.gov

Enter the PIN you received in the pop-up window and click **Verify**.



Note: If you didn't receive an email, double-check that your email address is typed correctly and search within your junk/spam folders. The system-generated email usually arrives within a few seconds but may take up to several minutes. If needed, click **Send New PIN** to invalidate the previous PIN and send you a new one

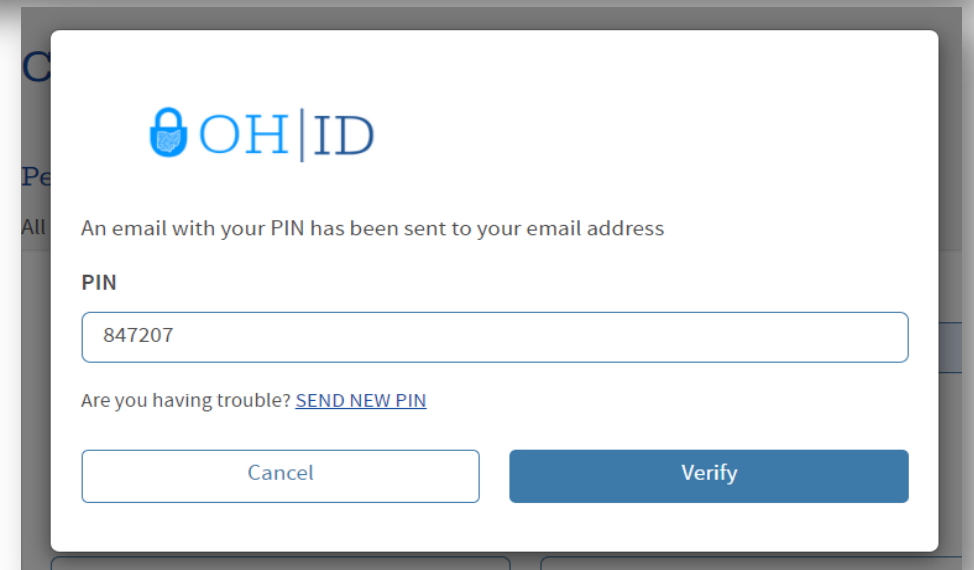



Email Verification

We need to verify your email address. You will be emailed a one-time PIN code at the address you provide below.

Email Please re-type your email

 **Verify Your Email Address** 





An email with your PIN has been sent to your email address

PIN

Are you having trouble? [SEND NEW PIN](#)

4. Choose a username and password

In the Profile Information section, create a username and password following the guidelines listed for each.

Profile Information

Username Guidelines:

- Must have at least 6 and no more than 64 characters in length
- Username cannot start or end in a special character
- Username cannot contain only numbers
- The following are valid characters that can be used in an OH|ID username:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Select special characters (. _ - @) Note: No other special characters are permitted

Pick a User ID

RobertoSmith

Password Guidelines:

- Must have at least 8 and no more than 30 characters in length
- Must contain 1 character from each of the following categories:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Special characters (!\$#.,%#@~^&* _-+=><(){}[]%""';\/?')
- Cannot include your first name, last name, username, or OH|ID
 - Example: If your name or username is John Smith, your password cannot contain "John" or "Smith"

Password **Confirm Password**

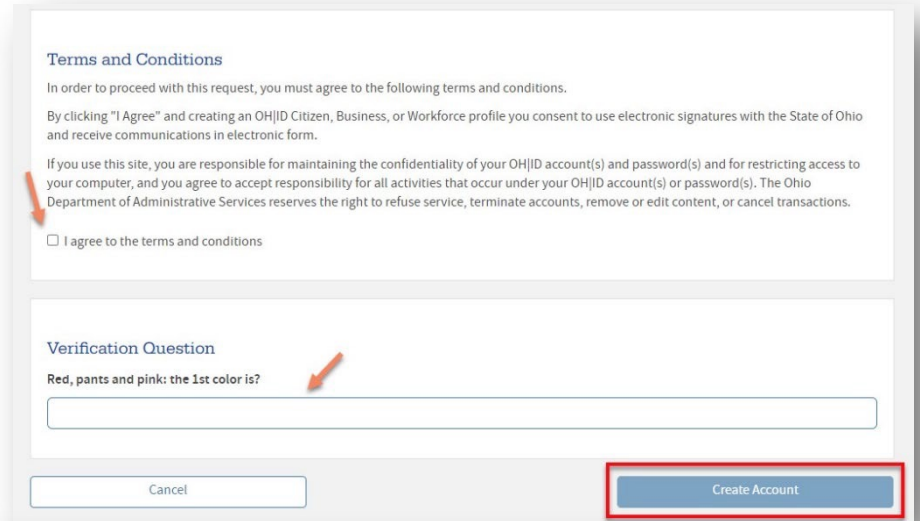
.....

5. Agree to Terms & Conditions & Verification Questions

Finally, read and accept the Terms and Conditions and answer the verification question. Click **Create Account** to submit the request.

Note: You will receive an email notification confirming your account was created. This email includes the Username you selected.

You'll see a confirmation screen. Click **Continue** and log in to your new account.



Terms and Conditions

In order to proceed with this request, you must agree to the following terms and conditions.

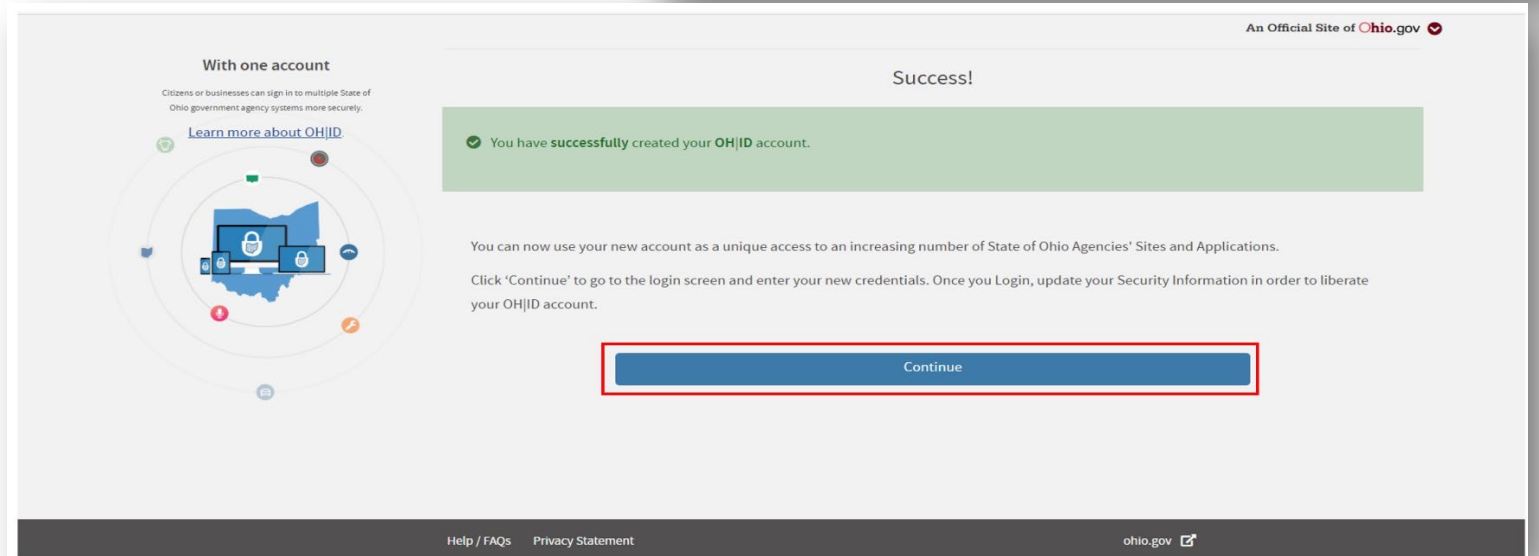
By clicking "I Agree" and creating an OH|ID Citizen, Business, or Workforce profile you consent to use electronic signatures with the State of Ohio and receive communications in electronic form.

If you use this site, you are responsible for maintaining the confidentiality of your OH|ID account(s) and password(s) and for restricting access to your computer, and you agree to accept responsibility for all activities that occur under your OH|ID account(s) or password(s). The Ohio Department of Administrative Services reserves the right to refuse service, terminate accounts, remove or edit content, or cancel transactions.

☐ I agree to the terms and conditions

Verification Question

Red, pants and pink: the 1st color is?



An Official Site of [Ohio.gov](#)

With one account

Citizens or businesses can sign in to multiple State of Ohio government agency systems more securely.

[Learn more about OH|ID.](#)

Success!

✓ You have **successfully** created your OH|ID account.

You can now use your new account as a unique access to an increasing number of State of Ohio Agencies' Sites and Applications.

Click 'Continue' to go to the login screen and enter your new credentials. Once you Login, update your Security Information in order to liberate your OH|ID account.

Help / FAQs Privacy Statement [ohio.gov](#)

Part 2: Security Options Set Up

When you log in to your OH|ID account for the first time, you'll be directed to a Security Options screen. The email address you used to create your account will be listed in the **Email Address** field. You'll need to enable another Security Option, either **Text Message** or **Security Questions**.



6. Set up a Security Option

Click **Set Up** next to the option(s) you wish to enable and follow the on-screen prompts.

Option A: **Text Message**

Option B: **Security Questions**

This screenshot shows the 'Security Options' page on the OH|ID portal. The page header includes the OH|ID logo and navigation links: SECURITY, DEVELOPERS, HELP, MANAGE OH|ID ACCOUNT, and CHANGE PASSWORD. Below the header is a navigation bar with links: DASHBOARD, SITES & APPLICATIONS, SECURITY LEVEL, RECENT ACTIVITY, and DEVICES. The main content area is titled 'Security Options' and includes a sub-header: 'This is the information you'll use to regain access to your account if you can't remember your password or if you need to make certain changes to your account information.' Below this, there are three sections: 'Email (required)' with an 'Edit' button, 'Text Message' with a 'Set Up' button highlighted by a red box, and 'Security Questions' with a 'Set Up' button. A 'Continue' button is at the bottom. A 'Security Disclaimer' is on the right side of the page.

This screenshot shows the 'Security Options' page on the OH|ID portal, similar to the first one. The 'Text Message' option is no longer highlighted. Instead, the 'Security Questions' option is highlighted with a red box. The rest of the page layout, including the header, navigation bar, and 'Continue' button, remains the same.

Option A: Text Message

Click **Set Up** next to the Text Message option

When prompted, click **Setup Mobile Number**

Enter your mobile number and click **Save Changes**

A 6-digit PIN code will be sent to your mobile number. Enter it when prompted and click **Verify**

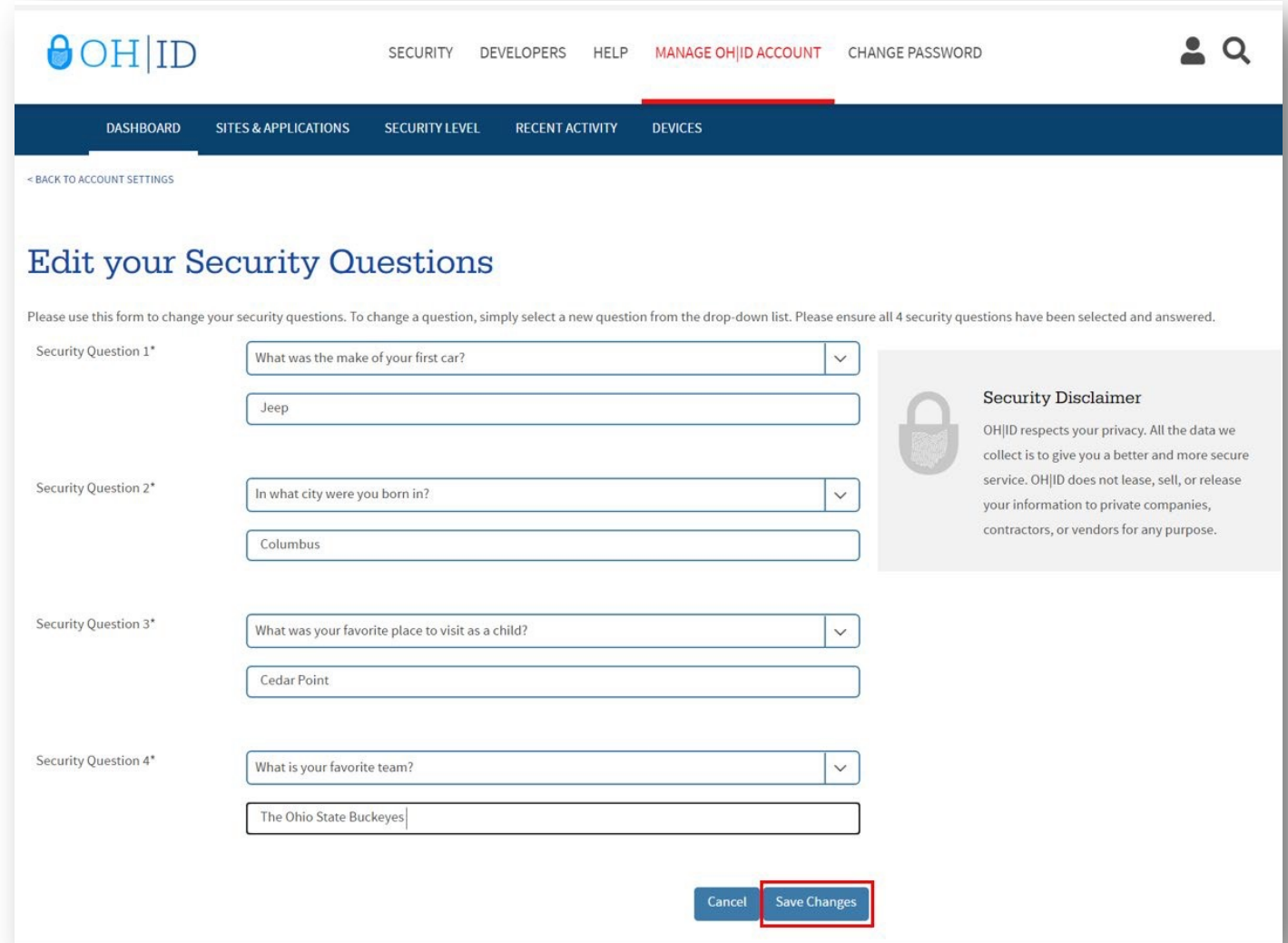
The image displays three sequential screenshots of the OH|ID 'Security Options' interface. The top screenshot shows a confirmation dialog: 'Are you sure you want to edit your Mobile Number? If you change your mobile number, your current registered number will be replaced with the new one. Make sure you have access to the new mobile number before making any changes.' It features a 'Cancel' button and a 'Setup Mobile Number' button, which is highlighted with a red border. The middle screenshot shows the 'Text Message' setup screen with the heading 'An additional security option is also required.' It includes a description of the SMS option, a 'Set Up' button, and a form to 'Type a new Mobile Phone Number' with the example '123-456-7890'. It has 'Cancel' and 'Save Changes' buttons, with the latter highlighted by a red border. The bottom screenshot shows the verification screen with the message 'An SMS with your PIN has been sent to your phone number'. It contains a 'PIN' input field, a 'SEND NEW PIN' link, and 'Cancel' and 'Verify' buttons, with the 'Verify' button highlighted by a red border. All three screenshots share a common header with the OH|ID logo and navigation links for 'DASHBOARD', 'SITES & APPLICATIONS', and '< BACK TO ACCOUNT SETTINGS'.

Option B: Security Questions

Click **Set Up** next to the Security Questions option

Select questions from each of the drop-down boxes and type your answers. Your answers are case-sensitive

When you're finished, click **Save Changes**



The screenshot displays the 'Edit your Security Questions' page in the OH|ID interface. The page has a dark blue header with the OH|ID logo and navigation links: SECURITY, DEVELOPERS, HELP, MANAGE OH|ID ACCOUNT (highlighted in red), and CHANGE PASSWORD. Below the header is a dark blue sub-header with tabs: DASHBOARD, SITES & APPLICATIONS, SECURITY LEVEL, RECENT ACTIVITY, and DEVICES. A link '< BACK TO ACCOUNT SETTINGS' is visible. The main content area is titled 'Edit your Security Questions' and includes a instruction: 'Please use this form to change your security questions. To change a question, simply select a new question from the drop-down list. Please ensure all 4 security questions have been selected and answered.' There are four security questions, each with a dropdown menu and a text input field:

- Security Question 1*: What was the make of your first car? (Dropdown: Jeep)
- Security Question 2*: In what city were you born in? (Dropdown: Columbus)
- Security Question 3*: What was your favorite place to visit as a child? (Dropdown: Cedar Point)
- Security Question 4*: What is your favorite team? (Dropdown: The Ohio State Buckeyes)

At the bottom right, there are two buttons: 'Cancel' and 'Save Changes' (highlighted with a red box). On the right side of the form, there is a 'Security Disclaimer' section with a padlock icon and text: 'OH|ID respects your privacy. All the data we collect is to give you a better and more secure service. OH|ID does not lease, sell, or release your information to private companies, contractors, or vendors for any purpose.'

7. Explore your new OH|ID Account

Once you've set up two or more security options, click **Continue** to be taken to your Account Dashboard.

Need to make a change?

Click **Edit** next to any of your security options to make updates at any time.

An Official Site of [Ohio.gov](#)

OH|ID

SECURITY DEVELOPERS HELP **MANAGE OH|ID ACCOUNT** CHANGE PASSWORD

DASHBOARD SITES & APPLICATIONS SECURITY LEVEL RECENT ACTIVITY **DEVICES**

< BACK TO ACCOUNT SETTINGS

Security Options

This is the information you'll use to regain access to your account if you can't remember your password or if you need to make certain changes to your account information.

You must always have a validated email address.

Email (required)
A one-time PIN code will be emailed to your inbox.
[redacted]@gmail.com **Edit**

An additional security option is also required.

Text Message
This registers an SMS option to your account. You will receive a PIN via a text message on your mobile. Message & data rates apply. See [Terms & Conditions](#). **Edit**
123-456-7890

Security Questions
Answer a few questions about yourself. Your responses are case-sensitive.
1. What is your favorite team?
2. What was your favorite place to visit as a child?
3. In what city were you born in?
4. What was the make of your first car? **Edit**

Continue

Security Disclaimer

OH|ID respects your privacy. All the data we collect is to give you a better and more secure service. OH|ID does not lease, sell, or release your information to private companies, contractors, or vendors for any purpose.

Help / FAQs Privacy Statement [ohio.gov](#)